



ARCH AMENITIES GROUP PREFERRED VENDOR PROGRAM

FOR QUESTIONS OR
CONCERNS RELATING TO
OUR PREFERRED VENDOR
PROGRAM, CONTACT:

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VENDOR
RESOURCES 

Preferred Vendor Instructions for Joining Regional Managers Calls and All Spa Calls

Preparation & Technical Setup

- Ensure you join the call at least 5 minutes early to test your audio, video, and screen sharing capabilities.
- Verify that your AV equipment is working properly.
- Make sure you have Microsoft Teams installed on your phone or laptop, as you will receive an invitation to join the call through this platform.

Regional Managers Calls

1. Timing: *Occur every Tuesday at 11:00 A.M.*
2. Participants: Includes corporate spa staff and Area Managers.
3. Procedure:
 - Susie will introduce you to her team at the beginning of the hour.
 - Once introduced, share your screen to begin your presentation.
 - All participants will be muted during the presentation.
 - Present your chosen content (PowerPoint, video, etc.) for 10-15 minutes, covering products, offerings, marketing, and support.

All Spa Calls

1. Timing: *Occur once a month on a Tuesday at 1:00 P.M.*
2. Participants: Includes all corporate spa staff and Area Managers.
3. Procedure:
 - Similar to Regional Managers Calls, preferred vendors are welcome to give a 10-minute presentation at the beginning of the meeting.
 - Join the call on time and follow the same presentation protocol outlined for Regional Managers Calls.

Event Planning - Dinner and Breakfast Virtual Presentations

1. Timing: *Presentations begin precisely 15 minutes after the reservation times.*
2. Preparation:
 - Set up your presentation and be ready to share your screen.
 - Ensure Microsoft Teams is installed on your device.
3. Procedure:
 - Attendees will settle in and place drink and food orders before the presentation begins.
 - Log in to the Teams invitation sent to you to participate virtually.
 - Share your screen and commence your presentation.
 - The presentation will be recorded unless instructed otherwise.

By following these thorough instructions, you can effectively participate in and contribute to Regional Managers Calls, All Spa Calls, and event presentations. Should you need information on how to download and use Teams, please visit <https://www.microsoft.com/en-us/microsoft-teams/download-app>.